AIMS A Forms Instructional Guide

All forms must be completed and submitted by the district/charter Special Education Director or the district/charter AIMS A Coordinator. It is also important to submit all of the information as requested; please do not add information or alter the forms.

Password Request Form
The first form you will need to complete for the AIMS A process is the <u>Password Request Form</u>. Every teacher who administers AIMS A as well as the special education director and any other pertinent personnel must have passwords.

> 1. There are two tabs to this form, Administrator and Teacher. The administrator tab provides access to all students in your district/charter. The teacher tab will only provide access to the students registered to that teacher. You will need to determine what level of access each person will need.

> 2. Prior to completing this form, you will need to gather the names, phone numbers ,emails, locations, and CTDS numbers (if you do not know what this number is please contact your district/charter finance department), for everyone in your district/charter that will need a user name and password for AIMS A.

> 3. After you have gathered all of this information you will need to open the file you saved from last year. If you do not have that file, please send an email to Jennifer.Fogus@azed.gov. If this is your first year completing the form, open the form from the Alternate Assessment website, (add link).

> 4. On your file from last year you will need to update the information. Under the comments field you will mark the status of the teachers; any teachers that are still with your district/charter will be marked as "retained," new teachers will be marked as "add," and any teachers no longer with your district/charter will be marked "delete." It is very important that you delete anyone that is no longer with your district/charter.

> 5. Once you completed updating your form, you will save it and email it as an attachment to Jennifer.Fogus@azed.gov.

> 6. The form will be sent back to you for distribution after it has been completed by Enterprise.

Any teachers/administrators that were retained from previous years will not receive a new user name and password. If they have forgotten their password they will need to follow the procedures on the Common Logon login page.

Multiple Choice Reset Form

This next form is intended for students that are unable to manipulate the computer independently. It is important to gather all of the necessary information from your teachers prior to submitting the Multiple Choice Reset Form.

1. When you open the form you will need to enter in the following information.
   - District Name
   - School of attendance
   - Teacher first and last name
   - Student name
   - Student SAIS number
   - Student disability category

2. Please enter all the information in the appropriate fields and email it to Jennifer.Fogus@azed.gov.

Tuitioned Student Reset Form

This last form is to be completed by the district of residence. Tuitioned students are those that should be attending one district (their district of residence) but are attending another school for various reasons. The Tuitioned Student Reset Form must be filled out for each student in this situation.

1. Once you open the form you will need to input the following information-
   - District of Residence
   - District/Charter/Private Placement school
   - Student name
   - Student SAIS number
   - Student disability category.

2. Once you have completed this form email it to Jennifer.Fogus@azed.gov.

If you have any questions please call 602.542.8239 or send an email to Jennifer.Fogus@azed.gov.